

INSTRUCTIONS FOR COMPLETING FORM RSPA F 7100.1-1  
ANNUAL REPORT FOR CALENDAR YEAR 2003  
***GAS DISTRIBUTION SYSTEM***

**GENERAL INSTRUCTIONS**

Each operator of a distribution system, except those exempted in §191.11(b), is required to file an annual report. Definitions are as follows:

1. "Distribution line" means a pipeline other than a gathering or transmission line.
2. "Gathering line" means a pipeline that transports gas from a current production facility to a transmission line or main.
- \* 3. "Transmission line" means a pipeline other than a gathering line that:
  - a. Transports gas from a gathering line or storage facility to a distribution center or storage facility;
  - b. Operates at a hoop stress of 20 percent or more of SMYS; or
  - c. Transports gas within a storage field.
4. "Operator" means a person who engages in the transportation of gas.

*\* If the operator determines that he has pipelines that fall under definition 3, he should refer to the instructions for completing Form RSPA F 7100.2-1 for transmission and gathering systems.*

The reporting requirements are contained in Part 191 of Title 49 of the Code of Federal Regulations, "Transportation of Natural and Other Gas by Pipeline: Annual Reports, Incident Reports and Safety Related Condition Reports." Except as provided in §191.11(b), each operator of a distribution system must submit an annual report Form RSPA F 7100.1-1 for the preceding calendar year not later than March 15. Be sure to report TOTAL miles of pipeline in the system at the end of the reporting year, including additions to the system during the year. **Please note that Operators operating less than one (1) mile of pipeline are not required to file an annual report.**

Reports should be sent to the: Information Resources Manager (DPS-3), Office of Pipeline Safety, Research and Special Programs Administration, Department of Transportation, 400 Seventh Street, S.W., Washington, DC 20590. However, reports for intrastate pipelines subject to the jurisdiction of a State agency pursuant to certification under 49 U.S.C. 60105 (the pipeline safety laws) may be submitted in duplicate to the State agency if the regulations of that agency require the submission of these reports and provide for further transmittal of one copy to the Information Resources Manager (DPS-13), Office of Pipeline Safety. The operator filing this report should ensure that the regulations of the State agency provide for further transmittal of one copy of the report to the Office of Pipeline Safety, as specified to be received by March 15 of each year.

Type or print the operator name and address data in the appropriate location.

The annual reporting period is on a calendar basis, beginning January 1 and ending on December 31 of each year.

It is preferred that each independent subsidiary or affiliate operation be reported separately. Satellite divisions that have independent operations and distribution systems should continue to be reported

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as separate distribution systems even though, through mergers and consolidations, they no longer are separate companies and function as a unified operation under a single corporate headquarters. If you have any questions concerning this report or these instructions, or if you need copies of Form RSPA F 7100.1-1 or the instructions, please write or call the Information Resources Manager (DPS-3), Office of Pipeline Safety, Research and Special Programs Administration, Department of Transportation, 400 Seventh Street, S.W., Washington, DC 20590, telephone number (202)366-4569.

**SPECIFIC INSTRUCTIONS**

An entry should be made in each block for which data are available. All figures are to be reported as whole numbers. DO NOT USE DECIMALS OR FRACTIONS. Decimals or fractions should be rounded to the nearest whole number—1/2 or .5 should be rounded up. Be careful to use "miles" of mains and not "feet;" use "number" of services rather than miles. The "number" of services is the number of service lines and not the number of customers served.

Check "Supplemental Report" if this is a follow-up report with additional or corrected information. Do not fill in any previously submitted correct information with the exception of "report date," "operator's name," "address," and "preparer." Submit only amended, revised, or added information.

Avoid "Unknown" entries if possible. Estimated data are preferable to unknown data.

**Part A**

The address shown should be the address where information regarding this report can be obtained. The operator's five digit identification number will be assigned by the Research and Special Programs Administration. If the identification number is not available to the person completing the report, this information may be omitted. If the pipeline system being reported on is located in more than one state, indicate all states in which this system operates.

**Part B**

"Coated" means pipe coated with any effective hot or cold applied dielectric coating or wrapper.

"PVC" means polyvinyl chloride plastic.

"PE" means polyethylene plastic.

"ABS" means acrylonitrile-butadiene-styrene plastic.

"Cathodically protected" applies to both "bare" and "coated."

"Other Pipe" means a pipe of any material not specifically designated on the form. An explanation should be included in Part F if "Other Pipe" is marked. If an operator has, in the past, kept records which have consolidated wrought iron pipe with steel pipe, then he may continue to do so.

"Number of services" is the number of service lines and not the number of customers served.

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Part C

This section includes all reportable incidents and nonreportable leaks, not reported in accordance with §191.50, repaired or eliminated during the one calendar year which is indicated by the operator on the "Annual Report" form.

Leaks are defined as follows:

An unintentional escape of gas from the pipeline.

A reportable incident is one which meets the specific criteria of §191.5.

Leaks/incidents are classified as follows:

"Corrosion" is the escape of gas resulting from a hole in the pipeline or component caused by galvanic, bacterial, chemical, stray current, or other corrosive action.

"Third Party" is an outside force damage directly attributed to the striking of gas pipeline facilities by earth moving equipment, other equipment, tools, vehicles, vandalism, etc. Damage is by personnel other than the operator or the contractor working for the operator.

"Outside Force" is damage resulting from earth movement, including earthquakes, washouts, land slides, frost, etc. Also included is damage by lightning, ice, snow, etc., and damage done by operator's personnel or operator's contractor.

A "Construction Defect" is one resulting from failure of original sound material that is due to external force being applied during field construction which caused a dent, gouge, excessive stress, or other defect which resulted in subsequent failure. Also included are faulty wrinkle bends, faulty field welds, and damage sustained in transportation to the construction or fabrication site.

A "Material Defect" is one resulting from a defect within the material of the pipe or component or the longitudinal weld/seam that is due to faulty manufacturing procedures.

"Other" would be the result of any other cause, such as equipment operating malfunction, failure of mechanical joints, or connections not attributable to any of the above.

Indicate all leaks eliminated during the reporting year, including those reported on Form RSPA 7100.1, "Incident Report, Gas Distribution Systems." Do not include test failures.

Include all leaks eliminated by repair or by replacement of the pipe or other component.

Part D

Federal lands: For the purposes of completing Form RSPA F 7100.1-1, "Federal lands" means all lands owned by the United States except lands in the National Park System, lands held in trust for an Indian or Indian tribe, and lands on the Outer Continental Shelf. Indicate only those leaks repaired,

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eliminated, or scheduled for repair during the reporting year, including those incidents reported on Form RSPA F 7100.1.

Part E

“Unaccounted for gas” is gas lost, that is, gas that the operator cannot account for as usage or through appropriate adjustment. Adjustments are appropriately made for such factors as variations in temperature, pressure, meter-reading cycles, or heat content; calculable losses from construction, purging, line breaks, etc., where specific data are available to allow reasonable calculation or estimate; or other similar factors.

State the amount of unaccounted for gas as a percent of total input for the 12 months ending June 30 of the reporting year.

**[(Purchased gas + produced gas) minus (customer use + company use + appropriate adjustments)] divided by (purchased gas + produced gas) equals percent unaccounted for.**

Do not report "gained" gas. If a net gain of gas is indicated by the calculations, report "0%" here. (Decimal or fractional percentages may be entered.)

Part F

Include any “additional information” which will assist in clarifying or classifying data included in this report.

Part G

"Preparer" is the name of the person most knowledgeable about the information submitted in the report or the person to be contacted for additional information.

"Authorized Signature" may be the "preparer" or an officer or other person the operator has designated to review and sign reports of this nature.